

## Jail Expansion Planning Timeline

- **March 5, 2014** – CTAS (County Technical Assistance Service) is requested to conduct a Staffing Analysis at the Criminal Justice Center. \*
- **March 11, 2014** – Jim Hart with CTAS starts the Staffing Analysis. \*
- **May 8, 2014** – Jail Inspection is conducted at the Criminal Justice Center. Notified a re-inspection would be done due to having more male inmates than male beds available.
- **June 24, 2014** – Jail re-inspection is conducted at the Criminal Justice Center. Informed we still could not meet the standards for male housing. DFS Bob Bass and DFS Eddie Dowdy met with the Sheriff and Mayor to inform them of these findings and also to explain that the Criminal Justice Center would go under a Plan of Action. They also made them aware of the Community Correction Partnership (CCP) that the Tennessee Corrections Institute (TCI) had started to help counties that were in our position. The Mayor ask DFS Bass if he would come to County Commission Meeting in July to do a presentation on the CCP.
- **July 7, 2014** – DFS Bob Bass with TCI did a presentation to the County Commission about the County Correction Partnership (CCP) and how it could benefit the county. The County Commission voted to enter into the CCP and appoint a committee.
- **August 18, 2014** – The County Commission held a workshop prior to their regular meeting where DFS Bass did a snapshot presentation on the Criminal Justice Center. After the workshop the regular County Commission meeting was held where the members to serve on the CCP committee were appointed.
- **September 3, 2014** – The Mayor, Sheriff, and Jail Administrator traveled to Nashville and went before the Board of Control for the Tennessee Corrections Institute to inform them of forming the CCP and following the Plan of Action.
- **September 25, 2014** – The first meeting of the CCP committee was held. The committee requested Jim Hart of CTAS to conduct a Jail Needs Assessment.
- **October 15, 2014** – Jim Hart with CTAS met with the Jail Administrator and started the Jail Needs Assessment. \*
- **October 27, 2014** – The completed Staffing Analysis is received from CTAS. \*
- **January 26-28, 2015** – After a request for Technical Assistance to the National Institute of Corrections, Don Trapp and Barb Hankey came to CJC and conducted a Jail System Analysis. This analysis also looked into pre-trial programs. \*\*
- **February 22, 2015** – The completed Jail Needs Evaluation is received from CTAS. \*
- **February 25, 2015** – The completed Jail System Analysis is received from the National Institute of Corrections. \*\*
- **August 23-27, 2015** – The Mayor, Sheriff, County Commission Chairperson, and Jail Administrator travel to Aurora, Colorado to participate in the Planning of New Institutions Course (PONI) at the National Corrections Academy. \*\*\*

- **September 24, 2015** – A meeting of the CCP committee is held. During this meeting Jim Hart with CTAS went over his findings in the Jail Needs Evaluation. Also the PONI program was discussed. The committee requested CTAS to conduct a Jail Feasibility Study.
- **October 20, 2015** – After a request for Technical Assistance to the National Institute of Corrections Kenneth Ray and Cheryl Gallant came to CJC and conducted a Needs Evaluation. \*\*
- **October 22, 2015** – NIC completes their Needs Evaluation study. A Town Hall meeting is held at the Jackson Police Department's Annex for the public. Kenneth Ray and Cheryl Gallant discuss their findings and took questions from the audience. \*\*
- **November 16, 2015** – Jim Hart with CTAS starts the Jail Feasibility Study. \*
- **December 8, 2015** – The completed Jail Feasibility Study is received from CTAS. \*
- **December 16, 2015** – The CCP committee meets. Jim Hart goes over his Jail Feasibility Study with the group. He also goes over the procedures for a Request for Qualifications (RFQ). The committee decides to make a proposal to the County Commission to put out a RFQ for Architectural Planning and Design Services.
- **December 21, 2015** – The Mayor on behalf of the CCP presents a proposal to the County Commission to put out a RFQ for Architectural Planning and Design Services. The County Commission votes on the proposal and it's approved.
- **January 25, 2016** – The Request for Qualifications (RFQ) is released by the Finance Department.
- **March 17, 2016** – Deadline date for proposals to be submitted. Nine are received in the Finance Office.
- **March 28, 2016** – A sub-committee of the CCP met and reviewed the proposals that were submitted.
- **March 29-30, 2016** – After a request to the National Institute of Corrections a Mental Health and Custody Review is conducted. \*\*
- **April 4, 2016** – A sub-committee of the CCP met and reviewed references for the companies that submitted proposals.
- **April 13, 2016** – A sub-committee of the CCP met and continued to review references and proposals from the RFQ. The committee made the decision to interview all nine companies.
- **April 19, 2016** – The completed Mental Health and Custody Review was received from the National Institute of Corrections. \*\*
- **May 4, 2016** – The sub-committee of the CCP started interviews. Five of the nine were interviewed.
- **May 5, 2016** – The sub-committee continued interviews. Three more companies were interviewed.
- **May 9, 2016** – The sub-committee met and interviewed the one remaining company. Also at this meeting the nine proposals were ranked and the decision was made to present the top three companies to the full County Correction Partnership Committee.

- **May 27, 2016** – The County Correction Partnership Committee met and were presented with the process that was followed in rating and interviewing the nine companies that submitted proposals in response to the RFQ. The committee voted and approved to submit the top three proposals to the County Commission.
- **June 20, 2016** – At the County Commission meeting the Mayor presented the findings from the RFQ. The Commission approved for the County Correction Partnership Committee to enter into talks with the top ranked company.
- **July 7, 2016** – The County Correction Partnership Committee met and was presented a preliminary contract proposal from HFR/Rosser International for Phase I and Phase II Design Services.
- **July 18-21, 2016** – A team of four officers from the Criminal Justice Center traveled to the National Institute of Corrections in Aurora, Colorado to attend a class on Inmate Behavior Management. \*\*\*
- **August 1, 2016** – County Correction Partnership Committee met and approved the final proposed contract for Phase I and Phase II Design Services from HFR/Rosser
- **August 10, 2016** – Detention Facility Specialist Bob Bass and Eddie Dowdy from the Tennessee Corrections Institute inspected the Criminal Justice Center and the Jail Annex. The Jail Annex passed with no deficiencies. The Criminal justice Center was found to have two fire exit lights that were malfunctioning. Also it was found to be exceeding the number of male inmates for the amount beds available. Re-inspection was set for September 27<sup>th</sup>, 2016.
- **August 15, 2016** – The Mayor presented the proposed contract for Phase I and Phase II Design Services from HFR/Rosser International to the County Commission. It was voted on and approved by same.
- **September 7, 2016** – The County Correction Partnership Committee met with HFR/Rosser International for the kickoff of the Design and Planning phase.
- **September 8, 2016** - The County Correction Partnership Committee met again with HFR/Rosser International for the kickoff of the Design and Planning phase.
- **September 26-27, 2016** – The County Correction Partnership Committee met with HFR/Rosser International and continued to work on the Design and Planning phase.
- **September 27, 2016** – The Criminal Justice Center was re-inspected and passed for the prior deficiencies found. It remains on a Plan of Action with the State.
- **October 18-19, 2016** – The County Correction Partnership Committee met with HFR/Rosser International and continued to work on the Design and Planning Phase.

**\* - These studies were done at no cost to the county. All cost and material were paid for by CTAS.**

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**\*\*\* - These classes were done at no cost to the county. All cost for material and travel expenses were paid for by NIC.**